

**SUMMARY OF THE  
ACCREDITATION PROCESS COMMITTEE MEETING  
DECEMBER 12, 2001**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, December 12, 2001 at 1:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

**APPROVAL OF MINUTES**

Gleason Wheatley called the meeting to order and took attendance. The minutes from the teleconference held on November 14, 2001 will be reviewed at the next teleconference.

**VOLUNTEERS**

Mr. Wheatley received a list of names of people from the last conference who had volunteered to be on committees. He will review this list to see who might be appropriate candidates for this committee.

**RECAP OF INTERIM MEETING**

Mr. Wheatley recapped some of the issues of the 7i meeting:

1. Definition of mobile labs continues as an action item for both this Committee and Field Activities;
2. Where to draw the line between a mobile lab and a field measurement or field activity;
3. Where mobile labs will be accredited; and
4. Mike Miller, Accrediting Authority for New Jersey, would like to be able to recognize mobile labs that are accredited as part of multiple accreditation.

Mr. Wheatley also reviewed the potential restructuring of NELAC.

**4.0 ACCREDITATION PROCESS**

Mr. Wheatley opened discussion on revising Section 4.0 of the NELAC Standards. He felt there was no problem with 4.0.a and 4.0.b; however, he proposed adding the following language as a substitute for the current c).

“The primary accrediting authority shall determine if separate accreditations are required for individual mobile laboratories which are owned by a mobile laboratory organization which has no fixed-base laboratory, operates under a single organization-wide quality system and analyzes samples exclusively from within the state in which the parent organization is located, where that state is the primary accrediting authority.”

Discussion ensued regarding Mr. Wheatley's additional proposed language, "A secondary accrediting authority may choose to recognize the accreditation of a mobile laboratory where that mobile laboratory has been accredited under Sections 4.0.b or 4.0.\*" and also New Jersey's request to recognize multiple mobile labs that share primary accreditation issued by another state. Consensus was that as 4.0.c stipulates separate accreditation is required for mobile labs operating out of state, it would be prudent to keep that rule and indicate to AA's that all mobile labs going to other states need to be separately accredited.

It was also suggested to substitute Mr. Wheatley's proposed language for c) and to also eliminate d) and e), adding a sentence to indicate that in all other instances, separate accreditation is required.

It was also discussed to include headings for each paragraph (i.e. 4.0.1 instead of 4.a), making it easier to read.

Mr. Wheatley suggested that members work on revising 4.0 and send their draft language to each other for review prior to the next teleconference.

#### **NEW BUSINESS**

David Hill asked when the joint teleconference with Field Activities (FA), to discuss definitions, will be held. It was recommended to schedule it for February. Mr. Wheatley will contact Bart Simmons, Chair of FA, on this issue.

#### **FUTURE TELECONFERENCES**

There are no further teleconferences scheduled for the rest of this year. Mr. Wheatley will schedule them for next year, keeping to the same format of the second Wednesday of the month, 1:30 p.m. Eastern Standard Time.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
ACCREDITATION PROCESS COMMITTEE MEETING  
DECEMBER 12, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Gleason Wheatley to e-mail Field Activities Committee regarding possible language for mobile laboratories and field measurements definitions.	ASAP
2.	Everyone to work on revising 4.0 and e-mailing their drafted language to each other.	ASAP
3.	Mr. Wheatley to schedule a joint meeting with FA for February.	ASAP

**PARTICIPANTS  
ACCREDITATION PROCESS COMMITTEE MEETING  
DECEMBER 12, 2001**

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